

**Pillsbury Free Library Board of Trustees
Tuesday, February 20, 2018 Meeting Minutes DRAFT**

Present: Trustees: Michael Simon, Ralph Parsons, Anastasia Glavas, Kathy Carson, Judy Pellettieri, Sara McNeil; Trustee Alternate: Rhonda St. James
Library Director: Nancy Ladd and Guest, Mary Pelkey

Absent: Timothy Murphy, Michelle Allen, David Bates

Meeting began at 7:00 pm.

Michael introduced Mary Pelkey who is interested in becoming an Alternate.

Welcome, Mary!

1. **Recording Secretary's Report** was reviewed and the following corrections were made: Anastasia was present at the January meeting. Under Library Director's Report; remove the words, "year end" in the first sentence and the word "complimentary" in the third sentence.

Motion to accept minutes as corrected: Ralph - Second: Anastasia - All approved

2. **There was no Corresponding Secretary's Report.** Nancy was not aware of any correspondence needed at this time.

3. **Treasurer's Report was presented by Ralph.**

Motion to accept Report into the Minutes: Judy - Second: Kathy - All approved

4. **Budget / Finance Committee Report was presented by Ralph.** He announced that the first meeting of the Long Range Planning Committee was held on Feb. 6th with the following individuals present: Michael Simon, Rhonda St. James, John Warner, Nancy Ladd, and Ralph Parsons. Topics included: personnel expenses, Library Director's salary, upgrades in our heating and cooling systems, keeping list of expenses proposed by Building and Technology Committees, trust fund investments, and planned giving / legacy gifts. Ralph stated that this ad hoc committee hopes to complete their work and make some recommendations within the next six months or so. **The next Long Range Planning meeting will be on March 6 at 7pm, all are welcome to attend.**

5. **Building Committee Report was presented by Michael.** The focus is now on choosing the "wood-look vinyl" flooring to be installed in the Frank Maria room, including the kitchen and storage areas. Empire Flooring will hopefully be able to complete the installation by mid-April. (See Building Committee Minutes from 1/29/18 meeting for details.)

6. **Personnel and Policy Committee: Judy** reviewed the minutes from the P&P meeting held on 2/13/18. Final wording of the Holiday Policy and discussion of a six-month probationary period for new employees was discussed. The Custodian's position has been temporarily filled by Children's Librarian, Susan Matott, who wishes to apply for the permanent 12-hour position in addition to maintaining her role as Children's

Librarian. Nancy already checked with the Town bookkeeper who confirmed that the two jobs do not constitute one full-time position as the two jobs are distinctly different. **Motion was made by Judy to appoint Susan Matott as Principal Custodian at the hourly rate of \$16.61 beginning immediately. Her probation period will be six months, inclusive of one month already worked. Second: Anastasia - All approved.**

Motion made by Ralph to accept the paid holiday leave policy as proposed by the Personnel and Policy Committee. Second: Judy - All approved.

Librarian aide, Kay Steen, is moving to Maine so she has given her resignation, effective March 31, 2018. Her six-hour position was discussed by the P&P Committee who suggested that Nancy be authorized to make a recommendation to the Board as to how these six hours will be filled.

Motion was made by Judy to authorize Nancy to make a recommendation to the Board as to how best to fill Kay Steen's six hour vacancy. Second: Kathy - All approved.

Judy left at 8:00 pm.

7. Library Director's Report was presented by Nancy. Circulation numbers are up, especially children's books. Highlights of the upcoming calendar of events were reviewed.

8. Old Business: Michael emphasized the following events:

- We will be hosting the NHLTA regional meeting at the library on March 24th, 10:30 to noon. Anastasia has kindly offered to coordinate some simple refreshments.
- The LCHIP recognition event has to be rescheduled to accommodate various officials.
- Town Meeting will be on Saturday, March 17 starting at 9 am. The Board will be providing refreshments and asking for donations.
- The Circle of Friends will be holding a wine/cheese reception with silent auction fundraiser on March 10th from 5 to 7 pm at the library. Tickets are \$10.00. Trustees will contribute to a basket of "goodies" that will be coordinated by Anastasia.
- Don't forget to vote on Tuesday, March 13th. There are three library trustee candidates who have signed up for the three 3-year terms.

The meeting was adjourned at 8:40 pm.

Next meeting: Tuesday, March 20, 2018 at 7:00 PM

Respectfully Submitted,

Sara McNeil
Recording Secretary, pro tem